



The ACADEMY



FULL TIME POSITION

Job Announcement

Basic Police Academy Coordinator

Salary

\$3,786.31 - 4,602.29 / Full Benefits

The Academy currently has immediate openings for two full-time Basic Police Academy Coordinators. We are actively seeking qualified candidates to fill these two positions as well as build a candidate pool for future openings. All qualified candidates are strongly urged to apply.

Definition

Under the general supervision of the Basic Academy Director, take responsibility for the total coordination, scheduling and implementation of the Basic Police Academy programs; to recommend staff; to supervise assigned Training Officers; to design and coordinate safe practical skill training exercises; and to perform other related duties as assigned.

Assignment

The Academy currently has three sites; San Mateo, San Jose, and Gilroy. Full-time coordinators may be assigned to any site and at times may work at multiple sites.

Examples of Duties

- Supervise and evaluate Training Officers
- Contract evaluators and role players, Instructors
- Design, coordinate and implement safe practical demonstrations, exercises and scenarios including test elements
- Monitor and evaluate instructional delivery
- Supervise and/or conduct investigations of recruit disciplinary issues
- Supervise the daily logistical coordination of the assigned classes
- Supervise the evaluation of students
- Supervise the specific formal inspections of students emphasizing appearance and demeanor
- Interact with personnel in the Business Office to assure integrity of fiscal and employment issues for program assignment
- Use the Consortium network computer programs to develop class schedules, faculty contracts, etc.
- Maintain liaison with appropriate advisory committees
- Maintain liaison with certifying agencies such as POST

Qualifications

Knowledge of:

- Instructional methods, techniques and terminology

Ability to:

- Supervise, plan, organize, schedule and maintain accountability for a complete training course
- Work independently and exercise judgement and initiative
- Communicate effectively with a broad spectrum of students, college and public agency employees
- Coordinate, recruit, and assign support staff as directed
- Provide support services required for training programs
- Communicate clearly and concisely, orally and in writing
- Supervise, train and evaluate employees
- Effectively communicate and interact with persons of diverse socioeconomic and ethnic backgrounds
- Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules
- Establish and maintain cooperative effective working relationships with those contacted during the course of work

Application Requirements

Only applications meeting the required qualifications will be forwarded to the screening committee. It is the responsibility of the applicant to submit all application material as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents: a current resume of all work experience, formal education and training; and a cover letter which supports your candidacy for the position. Please send resume via email (below) or mail to SBRPSTC, 3095 Yerba Buena Road, San Jose, CA 95135.

Please contact Norma Rivellini at (408) 223-6744 or norma.rivellini@theacademy.ca.gov for more information or to obtain an application.

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.